

SCOPE AND COVERAGE OF A LIMITED BACKGROUND INVESTIGATION (LBI)

The limited background investigation is the required background investigation for all positions in correctional institutions as these positions meet the risk designation criteria of High Risk. It includes the National Agency Check, credit check, personal subject interview, and coverage of at least the most recent 3 years of activity including employment, self employment, unemployment, references, education, residence, and law enforcement agencies. Military service is covered up to the last 15 years through the NAC and the highest education degree claimed is confirmed by inquiry regardless of time frame.

- Investigations do not extend back before a subject's 18th birthday except to ensure a minimum of 2 years coverage.
- Sources are developed through information provided by the subject and other sources.
- The background investigation report is not a verbatim transcript of interviews with the subject, sources, or employers. It is a factual report of information compiled by the investigator with discrepancies from information provided by the subject duly noted. Issues and derogatory information are also noted,

Items are scheduled for coverage by various methods which may be shown as follows:

P - Personal Coverage (includes record searches) (an investigator actually interviews subject or reviews documents)

R - Record search only

I - Inquiry (mail or electronic)

T - Telephone

L - Linkage (electronic-terminal or tape)

Basic coverage period for this type of case is 3 years, and it includes the following:

The **National Agency Check** consists of a check of OPM's Security Investigation Index SII which is an index of investigations conducted by OPM and other Federal Investigative agencies, a check of FBI fingerprint files, a check of FBI investigative files, and a check of the Department of Defense Investigative

Index of civilian and military personnel. It is checked by Inquiry, Linkage, and Record. If the LBI is not initiated through USIS, (under contract with OPM) the NAC will be procured by the **BOP**.

Credit Check is covered by Linkage, and the period covered is 3 years. All credit checks all be used for employment purposes only, in accordance with 15 U.S.C..

Personal Subject Interview is scheduled at current job location, and is a one-on-one interview.

Education is covered by Personal coverage and Record for the most recent year of basic coverage period and is covered by Inquiry for years 2 to 3 (and highest degree)

Residence is covered by Personal coverage and Record search only, for the most recent year as of the scheduling date of the basic coverage period.

Employment, including self-employment and unemployment, is covered by Personal coverage and Record search only for the 3 year basic coverage period as of the scheduling date.

Law Enforcement is covered by Record search only for locations within the basic coverage period, and is scheduled Inquiry or Record search for related issue information shown on the case papers.

Stateside Military Service (over 6 months) is covered by Personal coverage and Record search for the most recent year of the basic coverage period (15 years of coverage are provided in the NAC).

Court Records are obtained for bankruptcies and financial delinquencies over \$1,000 or if dollar amount unknown, within the basic coverage period.

Extra Coverage is required when additional information is needed to help the agency determine a person's qualifications, suitability, and security for a particular position.

Extra coverage is requested for law enforcement positions, which allows the investigator to ask the following questions:

- How does the person react/would react in an emergency situation?
- Does the person have the ability to operate under stress

- How is this person's stability, judgement, discretion, and physical health?
- How is this person's financial responsibility/ability to live within their means?

Expanded law enforcement searches (include County and State criminal records where available).

**SCOPE AND COVERAGE OF AN ACCESS NATIONAL AGENCY CHECK
AND INQUIRIES (ANACI) REINVESTIGATION**

The ANACI or equivalent is the reinvestigation conducted every five years on incumbents of positions designated High Risk.

The basic coverage for this investigation is five years and includes the following minimum requirements of scope and coverage:

- R-Record search only
- I-Inquiry (mail or electronic)
- T-Telephone
- L-Linkage (electronic-terminal or tape)
- P-Personal
- o Employment/Self-employment/Unemployment coverage (5 yrs Inquiry, Telephone or Personal if written inquiry not obtained.)
- o Education (5 yrs Highest Degree - Inquiry)
- o Residence (3 yrs Inquiry)
- o Reference Contacts (3 Inquiry)
- o Law Enforcement Checks (5 yrs Inquiry and/or Record)
- o Credit Search (7 yrs - Record or Linkage)
 - Credit check is covered by Linkage, and the period covered is 7 years. All credit checks will be used for employment purposes only, in accordance with the Fair Credit Reporting Act.
- o National Agency Checks
 - The National Agency Check consists of a check of OPM's Security Investigation Index (SII) which is an index of investigations conducted by OPM and other Federal Investigative agencies, a check of FBI name and fingerprint files, a check of FBI investigative files, and a check of the

Department of Defense Investigative Index of civilian and military personnel, and citizenship verification. It is checked by Inquiry, Linkage, and Record. The NAC will be procured by the BOP.

The Periodic Reinvestigation is a reinvestigation that is conducted every five years. It includes the National Agency Check, personal subject interview, residence, and selected record searches.

Scheduled items are scheduled for coverage by various methods as follows:

- P- Personal Coverage (includes record searches)
- R- Record search only
- I- Inquiry (mail or electronic)
- T- Telephone
- L- Linkage (electronic-terminal or tape)

Basic coverage period for this type of case is 5 years, and it includes the following:

The **National Agency Check** consists of a check of OPM's Security Investigation Index SI]) which is an index of investigations conducted by OPM and other Federal Investigative agencies, a check of FBI fingerprint files, a check of FBI investigative files, and a check of the Department of Defense Investigative Index of civilian and military personnel. It is checked by Inquiry, Linkage, and Record, If the PRIR is not initiated through USIS, (under contract with OPM) the **NAC** will be procured by the **BOP**.

Credit Check is covered by Linkage, and the period covered is 7 years. All credit checks will be used for employment purposes only, in accordance with the Fair Credit Reporting Act.

Personal Subject Interview is scheduled at current job location.

Education is not scheduled.

Residence is covered by Personal coverage and Record search only, for the most recent 3 years of the basic coverage period.

Employment is not scheduled

Law Enforcement is covered by Record search only for locations within the basic coverage period, and is scheduled Inquiry or Record search for related issue information shown on the case papers.

Stateside Military Service is not scheduled.